

CLASSIFICATION

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160031-5
 MICROFILMING PROPOSAL FOR EVALUATION

DATE

TITLE OF FILE (or brief description)				CUSTODIAN OF FILE		EXTENSION	
				OFFICE			
				FILE LOCATION (Room No. and Building)			
PRESENT VOLUME (cu. ft.)		NUMBER OF REFERENCES PER MONTH		ESTIMATED ANNUAL DEPOSIT (cu. ft.)			
HQS.		HQS		TO THE RECORDS CENTER			
REC. CENTER		REC CENTER					
SIZE OF RECORD				RETENTION PERIOD OF FILE			
				IN OFFICE SPACE		IN CENTER	
LETTER	PLANS	ASP TAG PAPER		IS FILE ON RECORDS CONTROL SCHEDULE		YES	NO
LEGAL	MAPS	OTHER (specify)					
CARD	ENG. DRAWINGS						
ARRANGEMENT OF FILES (alph, numeric, chrono, etc.)				SCHEDULE NO.		ITEM NO.	
CONDITION OF FILE							
GOOD CLEAR COPY, UNFASTENED, ONE WEIGHT AND SIZE AND COLOR OF PAPER				POOR COPY, STAPLED, ADD FASTENED, VARIOUS WEIGHTS, SIZES AND COLORS OF PAPER			
REMARKS							
SIGNATURE OF RECORDS OFFICER							

FOR USE BY RECORDS MANAGEMENT STAFF ONLY

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